



Central Pennsylvania Workforce Development Corporation

Local Elected Official (LEO) Board Meeting Notes March 14, 2018

The Local Elected Official (LEO) Board of Central Pennsylvania Workforce Development Corporation (CPWDC) held a meeting Wednesday, March 14, 2018 at Playworld®, Lewisburg, Pennsylvania.

The following LEO Board members attended:

Commissioner Stephen Dunkle - Mifflin County
Commissioner Kenneth Holdren- Montour County*
Commissioner Lee Knepp - Snyder
Commissioner David Kovach – Columbia County
Commissioner John Mathias – Union County
Commissioner Richard Mirabito- Lycoming County
Commissioner Michael Pipe – Centre County*
Commissioner Richard Shoch – Northumberland County*
Commissioner Pete Smeltz – Clinton County

The following guests attended:

Dan Bradley*
Dean Girton
Ryan Tira

The following staff attended:

Sandie Fairman
Korrie Lucas
Erica Mulberger

*via teleconference

Call to Order and Approval of Minutes

Pete Smeltz, LEO Board Chair, called the meeting to order at 9:07 a.m. noting a quorum was present. He welcomed new Snyder County Commissioner Lee Knepp, now serving in the capacity recently vacated by Malcolm Derk, and invited members to introduce themselves.

- ***Commissioner Dunkle made a motion to approve the minutes from the December 13, 2017 LEO Board meeting. Commissioner Kovach seconded the motion. The motion was unanimously approved.***

Public Comment

No comments were made.

FY17 Single Audit Review

Dan Bradley with Young, Oakes, Brown and Company presented findings from the single audit recently conducted at CPWDC. Dan began by thanking the LEO for the continuing partnership and thanking CPWDC staff for their cooperation and assistance during the course of the audit. Dan stated the result of the independent audit report is an unqualified, clean opinion and explained there were no material misstatements. Dan proceeded to review the report page by page. Of significance, he reported the financial statement and federal award findings reveal “none identified.” Noteworthy also is that 70% of expenditures were audited when the minimum requirement is 20% of expenditures.

Commissioner Smeltz inquired about the shift in grant receivables between 2017 and 2016 as shown on page 7 of the audit report. Dan explained CPWDC experienced a lag time with receiving payments from the state in 2016 which resulted in a high receivables amount versus 2015; in actuality, an adjustment of approximately \$39,000 occurred. Erica Mulberger, CPWDC Executive Director, further explained the cash assets typically are impacted by timing of payments received.

Commissioner Holdren remarked that it was a real accomplishment to have no findings on an A133 audit. Commissioner Holdren noted the CPWDC Audit/Finance Committee of which he and Pete are members had opportunity to discuss the audit with Dan as well and reported there were no concerns raised. He asked Dan if there is anything else the LEO Board should be aware of or concerned with to which Dan responded there were none. Both Commissioners agreed that there was not anything that needed to be brought forward about the audit to the LEO.

Commissioner Smeltz asked if this audit meets all the requirements of state and federal audits with regard to management of fund sources. Erica answered that CPWDC financials are monitored by the state as well, but the single audit meets the requirements for federal monitoring.

- **John Mathias made a motion to accept the FY17 Single Audit. Richard Mirabito seconded the motion. The motion was unanimously approved.**

Funding and Program Updates

Out-of-School Youth (OSY) Contract

Erica reported that since the last meeting, an RFP Evaluation Committee reviewed proposals received for Out-of-School Youth services in Centre, Clinton, Lycoming, and Mifflin counties. A recommendation to award the contract to Central Susquehanna Intermediate Unit_(CSIU) was ratified by the Executive Committee at their February meeting. With a contract begin date slated for March 19th CSIU will become the OSY provider for the entire region since they have a current contract for the remaining five counties. Erica explained action to ratify the Executive Committee's decision will take place during the joint meeting. Commissioner Dunkle asked if there were multiple proposals and Erica confirmed there were. The Commissioner Dunkle asked if the other parties were from Pennsylvania and Erica responded in the affirmative.

Unemployment Compensation Resolution

Erica referred to a proposed Resolution concerning operations of the state's office of Unemployment Compensation (UC) as they relate to the PA CareerLink[®]. Erica explained UC is a required partner and contributes \$4,700 (0.40%) annually towards the cost of operating Central's six PA CareerLink[®] sites; information with all partner costs was provided for comparison purposed.

She further explained that UC has phones in the sites which are designed to provide UC customers a direct link to the UC call center, however, customers may still experience several hours of wait time. UC traffic is especially high during January with customers waiting in line to use these phones. Because there are not enough UC personnel to handle the volume of calls, disgruntled UC claimants are in the PA CareerLink[®] with no one to answer their questions in person and a line of individuals also waiting to use the phone. Workforce development personnel at the Department of Labor & Industry have stepped in to help problem solve, but their remains no satisfactory response from UC.

The purpose of the proposed Resolution is to present opportunities for discussions between workforce development boards and UC. Erica reported she'd like to be able to discuss customer service needs and have leverage to discuss the cost that UC contributes as a partner. The South Central Workforce Development Board has already approved the resolution while Pittsburgh and Philadelphia reported consideration of it.

Three scenarios are put forth in the resolution to solve the problems:

- Place UC staff in PA CareerLink[®]
- Provide the PA CareerLink[®] with more funding in order to adequately handle the customer base coming in for UC services, including for security, or as the last case scenario;
- Remove UC phones from PA CareerLink[®].

Commissioner Smeltz remarked that unemployed customers used to be able to talk to a UC representative face-to-face which does not happen anymore and that customer service is failing as a result of too few staff answering the phones. He expressed concern for the customers and support for Erica being able to debate with UC as to what is needed. Commissioner Mirabito expressed concern that the perception of the whole PA CareerLink[®] system is one of incompetency because of the UC problems and Erica echoed those concerns.

Commissioner Kovach expressed concern about constituents having to wait for extended periods of time and others agreed. He also asked if there is security in the buildings; and Erica responded the Central Region does not currently have security guards in any sites.

Commissioner Dunkle asked if there is any role for the County Commissioners Association of Pennsylvania (CCAP) in this matter. Commissioner Smeltz noted there was going to be a meeting on Sunday, March 18th and there would perhaps be opportunity to explore this statewide issue and CCAPs role. It was agreed that CPWDC should not take on the Resolution alone and suggested that Erica work through the Pennsylvania Workforce Development Boards Association (PWDA).

- **Commissioner Dunkle made a motion to approve the Central Pennsylvania Workforce Development Board Resolution concerning the PA Office of Unemployment Compensation services. Commissioner Kovach seconded the motion. The motion was unanimously approved.**

Open Discussion

Commissioner Smeltz welcomed Jay Alexander as incoming Workforce Development Board Chair.

Erica reported the Department of Labor & Industry is making funding available to support summer interns through an expanded State/Local Internship Program (SLIP) demonstration project this year. If awarded, CWDPC will be able to reimburse the wages of interns as well as applicable fringe benefits up to 20% for 8 weeks between May 7 and August 31. As part of their experience, interns will participate in at least one PA CareerLink® workforce preparation activity. Erica thanked the commissioners for getting the word out to local businesses, extending great appreciation to Pete for the outreach in Clinton County.

Adjournment / Date of Next Meeting

CPWDC's Executive Committee will meet on Friday, April 6, 2018; LEO Board members are invited to attend for informational purposes.

The LEO Board meeting adjourned at 9:50 a.m.

Respectfully submitted,

Sandie Fairman

Senior Compliance Monitor